

## SUMMARY SHEET

### **I. Description of Item**

This is an Amendment to provide funding for ongoing document management software implementation and consulting services. These services are used to expand “paperless office” applications throughout Shelby County Government. There are requests within Shelby County to eliminate paper and electronically route documents for approval. These funds are used for the augmentation of our small Document Management staff that processes these requests.

The Information Technology department will direct the vendor in the implementation of various document management systems for Shelby County Administration and Elected Officials.

Because of their knowledge and expertise, CIMS Global Technology Solutions, Inc. is the preferred vendor for this system. With the assistance of CIMS Global Technology Solutions, Shelby County Government has developed over 400 document types, made more efficient use of scanning resources, upgraded key Document Management applications, developed an EOC/Vendor application and workflow that’s accessible to anyone via the internet and reduced our yearly pages printed by 2 million pages.

The original contract was executed in October, 2004 and allowed five (5) one (1) year renewals. This is the last renewal for the contract and Information Technology will issue an RFP and solicit responses for the next fiscal year.

### **II. Source and Amount of Funding**

Amount Expended/Budget Line Item

The Information Technology FY2008–2009 Operations and Maintenance Budget:

010-201807-6620, Computing Services Contracted	\$160,000.00
010-201807-6016, Data Processing Supplies	<u>25,000.00</u>
Total amount:	\$185,000.00

### **III. Contract Items**

A. Type of Contract – Professional Services

B. Terms: July 1, 2009 through June 30 , 2010, with the option to renew

**IV. Additional Information Relevant to Approval of this Item**

EOC - V-0909-13463

Item # \_\_\_\_\_

Prepared by Phyllis Shrader

Commissioner \_\_\_\_\_

Approved by Lisa Kelly  
County Attorney

**A RESOLUTION APPROVING A CONTRACT EXTENSION BETWEEN CIMS GLOBAL TECHNOLOGY SOLUTIONS, INC. AND SHELBY COUNTY GOVERNMENT, INFORMATION TECHNOLOGY DEPARTMENT, FOR DOCUMENT MANAGEMENT CONSULTING SERVICES AND SOFTWARE AND HARDWARE PURCHASES, AND TO APPROPRIATE GENERAL FUNDS IN THE AMOUNT OF \$185,000.00. THIS ITEM REQUIRES THE EXPENDITURE OF GENERAL FUNDS IN THE AMOUNT OF \$185,000.00. SPONSORED BY COMMISSIONER J.W. Gibson II.**

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**WHEREAS**, The Information Technology Department and other departments of Shelby County has need for consulting services, software, and hardware for the continued implementation of the document management and workflow systems for various County offices (THE "Services"); and

**WHEREAS**, The County and CIMS executed a contract for document management consulting services with a component to purchase software updates on October 8, 2004 for said services for the term beginning upon execution and continuing through June 30, 2005 with the option to renew for five (5) additional one (1) year periods upon written mutual consent; and

**WHEREAS**, The Agreement has previously been amended by the parties by written instrument on August 5, 2005, May 21, 2006, September 4, 2007, April 11, 2008, and July 17, 2008; and

**WHEREAS**, This renewal is the fifth and final renewal period for the Professional Services contract; and

**WHEREAS**, the parties now desire to enter in to this Amendment to extend the Agreement for Document Management Consulting Services for the one year period beginning July 1, 2009 and continuing through June 30, 2010; and

**WHEREAS**, Funds for the purchase of these services are available in the Information Technology Department FY2009-2010 Operations and Maintenance budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE**, That the Amendment with CIMS Global Technology Solutions, Inc. to extend the Agreement for Document Management Consulting Services for the one year period beginning July 1, 2009 and continuing through June 30, 2010 is hereby approved.

**BE IT FURTHER RESOLVED**, That the purchase of consulting services from account number 010-201807-6620, Computing Services - Contracted in the amount of \$160,000.00, and from account number 010-201807-6016, Data Processing Supplies in the amount of \$25,000.00 for a total amount of \$185,000.00 to CIMS Global Technology Solutions, Inc. pursuant to said Contract is hereby approved.

**BE IT FURTHER RESOLVED**, That the amount of \$160,000.00 from account number 010-201807-6620, Computing Services - Contracted, and \$25,000.00 from account number 010-201807-6016, Data Processing Supplies, for a total amount of \$185,000.00 is hereby appropriated from said accounts to fund said purchase.

**BE IT FURTHER RESOLVED,** The Mayor of Shelby County is hereby authorized to execute the Contract between Shelby County Government and CIMS Global Technology Solutions, Inc. to effect purchases of said products and services, an executed copy of which is to be placed on file in the Purchasing Department.

**BE IT FURTHER RESOLVED,** The Mayor of Shelby County and the Division Director of Administration and Finance are authorized to issue their warrant or warrants in the amounts of \$160,000.00 from account number 010-201807-6620, Computing Services - Contracted, and \$25,000.00 from account number 010-201807-6016, Data Processing Supplies, for a total amount not to exceed \$185,000.00 to CIMS Global Technology Solutions, Inc. for the contracted services, and to take proper credit in their accounting therefor.

**BE IT FURTHER RESOLVED,** That this Resolution shall take effect from and after the date it shall have been enacted according to due process of law, the public welfare requiring it.

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A C Wharton, Jr.  
County Mayor

Date\_\_\_\_\_

ATTEST:

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Clerk of County Commission